PLANNING FOR HOUSING

2004

An Overview of Local Government Initiatives in British Columbia

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Housing Policy Branch

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Message from the Minister

As Minister responsible for housing, I am pleased to present you with the 2004 Planning for Housing report. This report documents key housing planning tools and practices and how they are being used.

Local governments have been empowered through legislation giving them autonomy, accountability and the ability to meet needs locally. The new Community Charter creates a context within which local governments can be more effective in their role. These include increased abilities to make use of tax exemptions, housing reserve funds and public/private partnerships.

I am encouraged by the number of innovative practices from local governments across British Columbia. Housing and planning tools are being used in new and exciting ways to help British Columbians create affordable housing — tools that recognize and encourage secondary suites, increased densities and housing affordability. Local governments have used these tools when working with developers to ensure that community amenities are provided and that the developments are adapted to the local context.

I would like to thank all local governments who took the time to give the Local Government Survey their full consideration. This survey is a valuable tool for local governments, this Ministry and the Province of British Columbia. The results of this survey are used to identify issues emerging throughout the province, highlight local government practices and provide a mechanism for information sharing between local governments.

It is my hope that the 2004 Planning for Housing report will be a useful tool to help local governments achieve their goals with respect to affordable housing in their communities.

Honourable Murray Coell
Minister of Community, Aboriginal and Women's Services

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INTRODUCTION

Local governments play an important role in improving the quality of their communities. Improvements at the local level are made through a regulatory framework and land use planning system that support the provision of affordable, rental and special needs housing. This report shares information and provides examples about the initiatives that local governments in British Columbia have undertaken to encourage the development of a wide range of housing options.

The provincial government wants to ensure British Columbians have access to the housing they need. Housing prices in B.C. have historically been high, which means all levels of government need to work together to ensure an adequate stock of affordable housing. Small and rural communities are increasingly facing challenges associated with aging populations and a changing economy. These challenges have demonstrated a need for different forms of tenure, seniors and special needs housing, and new tools and strategies for addressing the issue of affordable housing.

The Ministry of Community, Aboriginal and Women's Services (CAWS) is working together with local governments, other ministries, the private sector, and non-profit agencies to provide housing options for the most vulnerable British Columbians. Safe, sustainable communities will result in a stronger British Columbia. Through the Local Government Act and the Community Charter, the provincial government has empowered local governments with a range of planning powers to implement housing policies and use innovative tools to maintain a thriving housing market and keep it affordable.

In 2003, local governments were surveyed on what they were doing to address affordable housing. This survey returned with a response rate of 73 per cent. A similar survey was also conducted in 1996 and 2000. This report summarizes the results of the survey and is intended to be used as a resource for local governments working to address housing needs within their communities.

This report has been organized into four sections:

- **Housing planning and policies**
- **Planning tools to achieve affordable housing**
- **Current and important affordable housing themes**
- **Appendices with survey methods and contact information**

Planning and Policies

Communities across the province are working to identify housing issues and develop appropriate responses. Toward that goal, local governments are including housing policies in community plans, formulating housing strategy documents, and developing definitions of affordable housing.

The 2003 survey results show a slight decrease in communities with specific definitions and policies relating to affordable housing. Responses from the survey point to some reasons for this change. First, it is important to consider that there are a number of different individuals who answered the three different surveys, so there may be a difference in opinion on how to respond. Second, a number of communities indicated that definitions and policies they currently have in their Official Community Plan (OCP) or other planning documents are too general in nature to have any real impact. Third, some communities indicated that regional strategies have more direct definitions, policies, strategies and direction on the attainment of affordable housing than individual local governments do. One example is the Capital Regional District, which has the Regional Housing Affordability Strategy with the goal:

Example of Regional Strategy

> **To create a policy and regulatory environment that will increase the supply of more-affordable housing; to increase the availability of funds for more-affordable housing; to promote and facilitate community partnerships and individual support that will improve housing affordability; and to focus initially on meeting the needs of those in core need, especially low-income renters.**

For the analysis of the results of the survey, thresholds for size of community based on definitions from the Canadian Mortgage and Housing Corporation and Statistics Canada were used. Three size categories based on population were adopted: smaller communities (under 10,000), medium communities (10,000-100,000) and larger communities (100,000 and over).

Housing Policies

In order to encourage the development of housing that meets the needs of their community, 51 local governments have included housing policies in community planning documents, 49 of which are in OCPs. A higher percentage of large communities (67%) had housing policies in their plans as compared smaller communities (47%). This difference is consistent with responses from smaller communities who indicated that

they have fewer staff covering a broad range of planning areas with no dedicated staff for housing. This is also evidenced by the nature of the housing policies; larger communities tend to have more detailed and comprehensive policies with associated strategies compared to smaller communities with much broader goal statements.

Some local governments indicated that they did not have a definition or policies for affordable housing. One of the most common reasons was a lack of need due to slow growth and an abundant housing supply. As stated by the Regional District of Powell River:

Comments

> Affordable housing is not an issue for the rural areas of this regional district. The absence of zoning and building inspections means no impediments to housing except for market forces. A declining population, low property values and a large rental market suggest affordable housing is not a major issue.

Other reasons included limited financial and human resources as well as the need to focus on other priorities.

Housing Strategies

Twenty-seven local governments currently have housing strategies. These strategies cover a wide range of topics from definitions and policies, to specific methods for responding to housing issues. Included in these strategies are housing for seniors, persons who are homeless and low-income households. Specific strategies also include different forms of housing, such as supportive and assisted living, independent living, special needs and affordable housing.

The number of local governments that currently have their own general or specific housing strategies represents a significant decrease from the results of the 2000 survey. One of the most common reasons given for this change is membership on regional committees, such as Supporting Communities Partnership Initiatives (SCPI) committees, other committees on homelessness and work with health authorities.

Definitions of Affordable Housing

Twenty-two local governments have specific definitions for affordable housing. Many of the definitions are a variation of the Canada Mortgage and Housing Corporation (CMHC) measure of no more than 30 percent of gross household income spent on shelter. Other local governments have adopted definitions that closely reflect the situation in their

communities. Burnaby, Kelowna and North Vancouver have more than one definition for affordable housing to reflect the context of its use: seniors, special needs, social or market housing.

Some examples of definitions of affordable housing include:

A diverse range of housing options that include lower cost market and government-subsidized accommodation.
Coquitlam

Housing affordability relates to the changing relationship between the economic resources of the residents of a community and the costs of housing within it.
Mission

Housing for low-income households, people with "special needs" – which could include people with chronic physical or mental disabilities, victims of violence/abuse, low-income families, older single men and others – and/or rental income.
Smithers

Housing which, under the terms of a housing agreement with the District, would have a market price that would be affordable to households of low and moderate income. Households of low and moderate income are those who have incomes which are 80% or less than the average household income in the District of Ucluelet as reported by Statistics Canada.
Ucluelet

Comments on Definitions for Affordable Housing

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Planning Tools to Achieve Affordable Housing

This section examines tools which enable local governments to develop and adopt policies and practices to encourage the development of affordable housing. Despite these tools, there are still a number of barriers to consider. Different circumstances challenge local governments to integrate broad techniques into specific planning processes. Human and financial resource issues keep some local governments from conducting research into the use of new techniques. A lack of public support and perceived resistance from the development community are disincentives to straying from tried and tested techniques. Finally, low densities and land values, particularly in small communities and rural areas, may make the issues of housing quality and economic development more important than the issue of housing affordability.

The tools and techniques used by local governments in British Columbia fall into seven categories:

1. Land use and zoning
2. Approval processes and funding
3. Use of land owned by a local government
4. Community planning initiatives
5. Partnerships for housing development
6. Strategies to address Not in My Back Yard (NIMBY)
7. Inventories and monitoring of the housing stock

1. Land Use and Zoning

Zoning bylaws, provided for through the Local Government Act, are a land use management tool used to set the context for addressing housing affordability issues at the local level. An example of this is up-zoning or re-zoning, which, when used with tools like density bonusing, can induce developers to provide amenities such as affordable housing. Zoning for multi-unit dwellings is another example of land use planning that encourages the development of affordable housing through increased densities and diverse housing types.

Density Bonusing

Density bonusing is a tool used by local governments to allow developers to build to a higher level of density (i.e., floor area or space ratio (FAR/FSR) or units per hectare) in exchange for providing affordable housing units or amenities that benefit the community. It is an effective way to achieve private investment in public amenities.

Over one-third of local governments indicated they use density bonusing — 75% of larger communities as compared to 37% of medium communities and 15% of smaller communities. Some municipalities have indicated that as a density bonus provision, affordable housing is one of the more complicated amenities to provide. When given an option, developers will often choose something else, such as a park. This is consistent with a number of other responses where communities used density bonusing to provide historical upgrades, public space and community gardens.

Example

Burnaby has gained 13 units of affordable housing in two projects in the Brentwood area using density bonusing. The zoning bylaw contains a provision that offers additional development density (for example, an additional 0.2 FSR in high rise developments) for all residential developments in the City's four town centres.

Comprehensive Development Zoning

Comprehensive development zoning is a customized zoning regulation applied to specific sites. The aim is to give local governments the flexibility in allocating densities and specifying use. Through the process of review and negotiation, local governments can offer a developer increased densities when specified conditions are met, such as public amenities and affordable housing. Local governments can negotiate a housing agreement (described in the following section) with the developer to secure the housing over the longer term.

Half of local governments surveyed use comprehensive development zoning — 75% of larger communities, 56% of medium communities and 41% of smaller communities. Local governments have indicated they successfully used this tool to provide congregate care, affordable housing and new rental housing. In addition, comprehensive development zoning has helped to increase density, more convenient transportation and encourage a mix of commercial and residential uses. These have presented opportunities for savings in the daily cost of living and furthering the affordability of housing.

Example

Langley has created a comprehensive development zone (CD-4) to allow a secondary suite in a single family dwelling. The requirements for secondary suites are written directly into the zone:
904.2(2) No more than one secondary suite not exceeding 50m2 gross floor area is permitted on any one lot, subject to:
the lot containing the secondary suite being located southeast of 216A Crescent;

- the secondary suite having direct physical access onto a lane;
- the secondary suite being located above an attached or detached garage;
- the single family dwelling on the lot being owner-occupied; and
- the secondary suite being occupied by no more than 2 persons.

Inclusionary Zoning

Inclusionary zoning requires, as a condition of the rezoning process, that developers include some special amenity desired by the municipality, which can be affordable, rental or special needs housing. The local government may use comprehensive development zoning as the method to implement inclusionary zoning. The 2000 CMHC report entitled Municipal Planning for Affordable Housing found inclusionary zoning worked best with larger developments in denser, high-growth areas.

Less than a tenth of local governments indicated they use inclusionary zoning — 17% of larger communities as compared with 10% of medium communities and 4% of smaller communities. Vancouver is one of the local governments using inclusionary zoning policies. They require, as a condition of approval for certain major developments, 20% of the units be affordable rental housing.

Examples

Langford has proposed as a condition of rezoning for new developments that 10% of homes be sold at prices well below market value. Houses would cost less than $150,000, and be at least 1,000 square feet.

Bowen Island has used an inclusionary zoning policy to ensure rental housing was included in a larger development project. Through the process of rezoning to a comprehensive development zone, twelve units of affordable rental accommodation were required as part of a larger market housing project. There is a covenant on the title requiring the rental accommodation to remain rental for 25 years, and rents will not exceed 85% of average rents for the Vancouver Census Metropolitan Area as determined by CMHC.

Housing above shops

Housing above shops is a tool used by local governments to encourage new housing units by allowing for mixed commercial and residential zones. These zones allow developers and property owners to build on or convert the upper floors of existing commercial space into housing units.

Three-quarters of local governments allow housing above shops — 83% of larger communities, 83% of medium communities and 63% of smaller communities. Housing above shops was indicated as a way to increase the affordability of housing. It is more effective in areas with good access to shops and services, place of employment and transportation.

Small Lot Zoning

Zoning for smaller lots is a tool used to increase the affordability of single detached housing units. Small lot zoning can increase the density of a development over conventional single detached density levels.

Half of local governments use small lot zoning — 75% of larger communities, 56% of medium communities and 40% of smaller communities. Survey responses caution that in some cases where small lot zoning was used to create affordable housing, homes have entered the market above the expected affordable range because of high demand. Local governments have also indicated there is some neighbourhood resistance to the "crammed-in" appearance of housing in small lot subdivisions.

Zoning for Manufactured Homes

Zoning for manufactured homes allows for affordable housing achieved through lower construction costs, small lots and shared land resources. Manufactured homes make up an important part of BC's

overall housing stock (5%). They are built off-site and come in two principal forms: single section homes, common in manufactured home communities, and multiple section homes, which have an aesthetic comparable to single family homes.

Sixty percent of local governments have zoned for manufactured homes — 58% of larger communities, 58% of medium communities and 64% of smaller communities. Local governments have created manufactured home subdivisions as affordable residential lots. Manufactured homes are also faster to erect and may become more prevalent given the increasing shortage of skilled construction labour.

Zoning for Secondary Suites

Secondary suites provide an important means of meeting the demand for affordable rental housing. Zoning for secondary suites is used by local governments to enable residents to create additional housing units in their homes. Secondary suites can provide a source of revenue for individuals financing the purchase of their home. The legal status of secondary suites is an important issue, as they make up approximately 20% of B.C.'s rental housing, and it is estimated there are between 125,000 and 150,000 unauthorized suites in British Columbia.

Forty-three percent of local governments allow zoning for secondary suites — 58% of larger communities, 50% of medium communities and 36% of smaller communities. It is important to note that a quarter of medium-sized municipalities are considering allowing zoning for secondary suites. The issue of secondary suites generated a wealth of feedback in the survey.

Comments

Council implemented a secondary suite zoning five years ago, by offering free rezoning to anyone who came forward to legalize their suite within the first six months.
Armstrong

This is an area in transition at the moment. Although our zoning bylaw only allows "in-law suites", it is recognized that this is legally challengeable. Council endorsed in principal authorizing secondary suites and we are in the process of preparing a program in this regard.
Port Moody

Secondary suites must meet the BC Building Code requirements and zoning bylaw design standards. A covenant must be registered on the title and specify that all present and future owners of the property continue to maintain the suite in accordance with the design standards set out by the city.
New Westminster

In the mid-1990's, the city significantly reduced the rezoning application fees for suites to encourage zoning and building code compliance. In addition, the city has prepared rezoning and building code information to simplify the process.
Surrey

Example

Nanaimo is currently considering an amendment to the zoning bylaw in order to legalize suites. In the report to council, planning staff stated that changes from the current suite policy towards one of legalization would add more certainty and equity for residents, tenants and owners, but that, such a decision would also have costs and budget implications for the municipality.

The cost of dealing with existing suites will be high regardless of how legalization is pursued. However, the more restrictive and complicated the application process becomes, the less likely existing suite owners will participate in the process and the more likely enforcement action will have to be taken. All the options could very well entail a substantial amount of municipal funding as the cost of the inspection/registration process would be prohibitive.

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Zoning for Additional Detached Dwellings on a Property

Zoning for additional detached dwellings on a property is similar to zoning for secondary suites. This enables residents to rent a unit in a detached dwelling on their property. In addition to providing affordable rental housing, suites in detached dwellings provide a way for seniors to remain in their homes with the security and support of having younger tenants nearby. Examples of detached dwellings are manufactured homes, garden suites, converted garages and carriage suites.

Almost half of local governments use zoning for additional detached dwellings on a property — 82% of larger communities, 50% of medium communities and 37% of smaller communities.

2. Approvals and Funding

Local governments are supporting the development of affordable housing through accelerated approval processes and directly contributing funds to such developments.

Fast-tracking

Giving priority to, or fast-tracking, proposals that include affordable or special needs housing encourages developers to include these forms of tenure in their developments. Lengthy approval processes also add costs to developments. Fast-tracking is a method to reduce the time and cost, thereby creating opportunities for less costly housing.

One-third of local governments fast-track development applications — 60% of larger communities, 46% of medium communities and 19% of smaller communities.

Streamlining Development Applications

Streamlining the development application process is a way to increase efficiency and reduce the cost of construction. Some local governments convene a committee with members of each of the departments required to approve an application, such as planning, building or engineering. In this way, the application can be dealt with at one time and not have to circulate between each of the departments.

Over a third of local governments have sought to streamline the development application process — 75% of larger communities, 49% of medium communities and 25% of smaller communities.

Example

Central Saanich has developed a publication, *Residential Applications Evaluation Guidelines*. This publication standardizes how decisions are made and improves clarity for the District, the public and the development industry regarding preferred and acceptable development. This project received a grant under the Affordability and Choice Today (ACT) Program.

Waiving Development Fees

Waiving development fees is used to remove financial barriers in the application and development process. Some local governments have indicated they waive or reduce the development cost charges for affordable housing, seniors housing, care facilities, supportive housing and institutional buildings. Some local governments also waive building permit fees.

One-sixth of local governments waive development fees — 27% of larger communities, 20% of medium communities and 12% of small communities.

Examples

Burnaby is working with Simon Fraser University to provide a unique form of condominium as part of the Novo project, a residence within the UniverCity master planned neighbourhood atop Burnaby Mountain.

Condominiums are designed with a component that can be easily adapted into a secondary suite with a private entrance. This arrangement allows the owner to rent a portion of their unit while offering a rental accommodation close to the school.

Work has been done to modify the Development Cost Charges (DCCs) to enable the project to remain affordable. The **Greater Vancouver Sewage and Drainage District (GVS&DD)** considers potential use in assessing DCCs. Condominiums with a purpose built secondary suite are considered to be two units, thus subject to double the DCCs. The GVS&DD has agreed to reduce the cost of the DCCs by considering the secondary units as student housing. This is an issue that could affect all areas zoned for secondary suites, where DCCs are charged based on potential use.

Cash or Land Grants

Local governments have given cash grants, reduced taxes, offered interest free loans and deferred payments for projects that provide affordable housing. For example, the City of Vancouver has committed to providing $2 to $3 million per year in capital grants to affordable housing (cash or free land). A number of local governments have donated land to non-profit housing societies developing affordable or seniors housing. For example, Dawson Creek rezoned some commercial lots to allow multi-family residential uses and donated the sites to a local society.

One-sixth of local governments offer cash or land grants — 30% of larger communities, 14% of medium communities and 13% of small communities.

Housing Agreements

Housing agreements provide local governments with a legally enforceable means of securing affordable housing over the long term. They are negotiated between the developer and the local government in the approvals process. These agreements contain specific terms relating to issues such as the form of tenure, the groups that have access to the units, rent levels and management specifications. All housing agreements are filed in the Land Titles Office. As a consequence, the terms of the agreement continue in force even if ownership of the land changes.

One-fifth of local governments use housing agreements — 50% of larger communities, 28% of medium communities, and 9% of smaller communities. Housing agreements have been used for a range of purposes in diverse communities around the province but are more effective in urban, high growth areas.

Comments

To ensure that a multi-family seniors complex will remain a seniors complex regardless of market trends.
Cowichan Valley

To define affordable housing for a specific development and specify the proportion of units that would be affordable; to ensure that a building will be used for a group home; or assisted seniors housing.
Kelowna

Council considers that housing agreements are too restrictive to developers. Cache Creek has very little housing development already, due to static and slightly declining population.
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Housing Reserve Funds

Housing reserve funds are usually formed with contributions from a local government's direct revenues or amenity contributions from developers. They provide a source of funding for housing developments that benefit the community. Surrey uses its money from the housing reserve fund to assist low to moderate income first-time homebuyers.

Less than one-tenth of local governments have housing reserve funds — 33% of larger communities, 10% of medium communities and 2% of smaller communities.

Example

Richmond has used its Affordable Housing Statutory Reserve Fund to purchase land in Odlinwood and Williams Road, then lease the land at or below market value for affordable housing developments in partnership with the Greater Vancouver Housing Corporation. Projects currently under consideration for funding from the Statutory Reserve Fund are a housing reserve shelter and a seniors housing development.

3. Using Land Owned by a Local Government

The high cost of land in many jurisdictions in British Columbia is a significant barrier to the development of affordable housing. Many local governments are responding by using their own land to help developers and non-profit housing societies.

Leasing Land at or Below Market Value

The leasing of land for affordable housing at or below market value, has been used as an incentive in various communities throughout the province. Terrace indicated the leasing of city-owned land at below market value has resulted in a 50-unit affordable housing development. Some local governments have further encouraged affordable housing by deferring payments on land leases until the development has a positive cash flow.

Less than one-fifth of local governments lease land at or below market values — 33% of larger communities, 22% of medium communities and 12% of smaller communities. Some local governments indicated that they are unable to lease land because of a lack of appropriate supply.

4. Community planning initiatives

Many local governments have developed tools for involving the community in planning for housing. Council members and members of the community sit on task forces and community-based housing committees to develop strategies for increasing the supply of affordable housing. Some local governments draw on the knowledge and support of community-based organizations, such as social planning councils. Several jurisdictions also use community workshops and public forums to encourage meaningful public input on housing issues.

Local governments using community groups or committees

Health Authorities	39%
Committees or task group to deal with the needs of special populations or disability/accessibility issues	32%
Community based housing committee	27%
Council-appointed housing or social planning committee	22%
Homelessness committee or cold/wet weather strategies related to homelessness or the provision of emergency shelters	17%
Community-based task force	16%
Other forums for discussion	15%

In addition, 16% of local governments indicated they use community workshops, public forums, land inventories, residential capacity studies and/or monitoring programs.

5. Partnerships for housing development

Local governments have formed partnerships with other local governments, groups and agencies in the community, health authorities and provincial agencies. Partnerships are increasingly being used to address housing issues. Through partnerships, local governments can more efficiently address the costs of housing research and programs. Partnerships allow groups with different levels of expertise to develop holistic solutions to housing issues at a variety of scales.

Partnerships among Local Governments and Other Groups

Partnerships among local governments and other groups are formed primarily to undertake research into housing related issues. These partnerships are often coordinated through the regional districts. For example, the Greater Vancouver Regional Steering Committee on Homelessness has developed a regional homelessness plan. The North Shore Shelter Task Force on Homelessness is an example of a partnership which brings together three municipalities, local service providers, the Vancouver Coastal Health Authority as well as local residents, volunteers and donors.

Example

Cumberland has worked with the University of British Columbia to develop a proposal for a 125-unit green infrastructure housing development. This proposal is based on two principles: new urbanism and storm water management.

This development has not yet been built, but the developer is considering how to implement this new and innovative housing plan.

This design is intended to promote affordable housing through a $7,000 savings in the cost of development per unit. The site will incorporate smaller lots and more greenspace, which will act as a natural water management system.

One-sixth of local governments have partnerships for housing development or research with other local governments or groups within the community — 33% of larger communities, 20% of medium communities and 8% of smaller communities.

Example

Lytton has created a housing society involving area residents, representatives from the seven First Nations reserves, the Interior Health Authority and the rural areas surrounding the village. The society has conducted a needs assessment for the Independent Living BC housing program. With the help of the First Nations, they have identified a need to have suites made available for special needs and for elders in the community. They have also identified a need for additional housing in the community because of new employment opportunities. The society is just now starting to look at forming public/private partnerships to develop affordable and rental housing.

6. Strategies to address Not In My Back Yard (NIMBY)

The Not in My Back Yard (NIMBY) syndrome and local resistance to change limits the ability of local governments and developers to build affordable housing, and to create inclusive neighbourhoods. In particular, local governments have faced NIMBY on developments that have sought to increase densities, zone for secondary suites, provide housing above shops, small lot zoning and zoning for manufactured homes. In addition, many forms of social housing have also faced neighbourhood resistance.

One-sixth of communities have developed strategies for dealing with neighbourhood resistance — 36% of larger communities, 28% of medium communities and 3% of smaller communities. Some communities have used material published in the 1996 Towards More Inclusive Neighbourhoods. One of the tools in this publication helps communities to assess the impact of social housing on a neighbourhood's property values. Local governments that have used this tool found social housing has very little or no impact on property values.

According to a number of local governments, involving relevant stakeholders early in the process is key to counteracting neighbourhood resistance. Surrey uses pre-notification letters to elicit preliminary feedback from immediate neighbours of any development before considering the application. Many communities have indicated they use various forms of public meetings, consultations and workshops to get the community involved in the design phase to ensure the project has community endorsement. They have stressed the need for ongoing communication and dialogue between all stakeholders. Some communities have indicated these public forums are a great venue for public education and input into the OCP.

7. Inventories and monitoring of the housing stock

Local governments are using residential capacity studies and land inventories to monitor the housing stock in their community. This information aids local governments in making decisions about types of tenure, suitable locations, required amenities and other considerations for future developments.

Rental Housing

According to the 2002 Rental Housing Planning Guide, rental housing provides accommodation for more than one-third of all British Columbian households. People of all income levels live in rental housing, although low-income households are more likely to rent their homes. Recent studies and statistics have found that renters are long-term residents of the community. Despite this proven commitment to community, neighbourhood resistance usually affects new developments of rental housing. The costs of lengthier approval processes act as a deterrent to new rental housing.

Local governments indicated the most important types of rental housing, in order of importance, are:

1. traditional apartments;
2. single detached homes;
3. suites in houses;
4. rented condominiums;
5. seniors or special needs housing;

6. townhouses;
7. manufactured homes; and
8. residential hotels or motels, boarding houses or rooming houses.

In addition, 25% of local governments have reviewed their rental housing stock, and 20% have policies specifically related to the supply and/or preservation of rental housing.

Policies to Limit the Conversion of Rental Housing to Condominiums

Policies to limit the conversion of rental housing to condominiums help local governments preserve existing rental stock. These policies counteract the trend towards the redevelopment of rental housing and other uses. They also preserve rental housing where there is an absence of affordable rental housing development in the private sector. These policies establish controls on the conversion or demolition of rental units, usually requiring developers to replace any lost stock.

One-fifth of local governments have bylaws or policies to prevent the conversion of rental housing to condominiums.— 50% of larger communities, 35% of medium communities and 3% of smaller communities. A number of local governments have a policy in place that prevents conversion or demolition of rental housing unless the vacancy rate remains above a given threshold for a period of time. The threshold vacancy rate is commonly set at 4%, as determined by the CMHC vacancy rate surveys. This type of conversion control is used in a range of communities.

Examples

We prohibit conversion of rental to strata unless vacancy rate exceeds 4% for 13 months.
North Vancouver

Surrey's OCP policy strives to achieve minimum levels of rental housing in all areas of the city. Surrey's conversion bylaw limits strata conversion of existing rental housing to home ownership until the rental vacancy rates exceed 4% of the rental housing stock.
Surrey

The city has a strata conversion policy that prohibits conversions of multiple family buildings with more than four units when the rental vacancy rate (monitored by CMHC) is lower than 2%.
Vernon

Standards of Maintenance Bylaws

Standards of maintenance bylaws can help ensure that rental apartment buildings, detached houses, secondary suites and condominiums meet basic standards of health, safety and comfort. Local governments are showing an interest in using a standards of maintenance bylaw to ensure maintenance of the affordable housing stock in their community and protect it from premature demolition.

Less than one-tenth of local governments have a standards of maintenance bylaw for rental housing — 9% of larger communities, 16% of medium communities and 3% of smaller communities.

Secondary Suites

Secondary suites, as discussed in the land use and zoning section of this report, are an important way of meeting the demand for affordable rental housing. In addition to zoning, local governments use standards of maintenance bylaws, the BC Building Code and the Residential Tenancy Act to regulate secondary suites. This helps to ensure they meet health and safety standards and are a reasonable fit into residential neighbourhoods.

Common restrictions include having no more than 40% of the total floor area of a residence used as a suite, and having the suite fit entirely within a single detached home or being located above or below the primary suite. Other conditions commonly applied to secondary suites include minimum lot sizes, additional parking requirements and additional charges for water, sewer and garbage collection.

One-fifth of local governments make use of the 1998 Building Code standard for secondary suites — 55% of larger communities, 49% of medium communities and 33% of smaller communities. Another interesting finding is that 23% of local governments have put in place steps to simplify procedures for authorizing secondary suites. Fifty-eight per cent of respondents indicated they would like to see an updated technical guide on building code standards for secondary suites published.

Resources

More resources for local governments can be found on page 35, in the Resource section.

Rental Housing Planning Guide (2002)
Provides tools for local government to promote and preserve their rental housing stock. This guide contains strategies for small and large communities to help them work with the housing industry to meet the needs of residents.
http://www.mcaws.gov.bc.ca/housing/rentguide/index.htm

Development Cost Charges: Best Practices Guide (2000)
The objective of the Best Practices Guide is to encourage municipalities to standardize general practices for the formulation and administration of DCC bylaws, while recognizing that flexibility is necessary to accommodate specific circumstances.
http://www.mcaws.gov.bc.ca/lgd/irpd/growth/PUBLICATIONS/index.htm - development

Development Finance Choices Guide (2000)
The guide outlines the considerations which should be taken into account when deciding which financing option may be the most effective in a particular circumstance. Case studies for small, medium and large municipalities are provided.
http://www.mcaws.gov.bc.ca/lgd/irpd/growth/PUBLICATIONS/choices.pdf

Planning for Housing: An Overview of Municipal Initiatives in British Columbia (2000)
This report shares information and provides examples about the initiatives that local governments in British Columbia have undertaken to encourage the development of a wide range of housing options.
http://www.mcaws.gov.bc.ca/housing/PLANHOUSE/2000_index.htm

A Mini-Guide to Monitoring Property Values (2000)
The guide outlines several ways how local governments and community housing groups can monitor the effect of non-market housing on property values in their communities.
http://www.mcaws.gov.bc.ca/housing/Mini-Guide.pdf

Impact of Non-Market Housing on Property Values (1999/2000)
This guide examines the impact of non-market housing projects and group homes on the property values of nearby homes.
http://www.mcaws.gov.bc.ca/housing/00_Jan_PropVal.html

Planning for Housing: An Overview of Municipal Initiatives in British Columbia (1997)
This report provides examples and shares information about the types of initiatives municipalities have undertaken throughout the province to increase the supply of affordable and special needs housing.
http://www.mcaws.gov.bc.ca/housing/PLANHOUSE/index.htm

Density Bonusing Provisions of the Municipal Act – A Guide and Model Bylaw (1997)
Provides local governments in B.C. with a model zoning bylaw amendment that includes a provision for density bonusing. (1997)
http://www.mcaws.gov.bc.ca/housing/BONUSDN/index.htm

Toward More Inclusive Neighbourhoods (1996)
"The NIMBY Toolkit" provides helpful tips and tools for addressing and mitigating neighbourhood and community concerns with regard to the purchase or development of non-market or special needs housing.
http://www.mcaws.gov.bc.ca/housing/NEIGHBOUR/index.htm

Standards of Maintenance: A guide and A Model Bylaw (1996)
The model standards of maintenance bylaw provides an example on how local governments can alter, modify or customize bylaws to suit their particular needs and community concerns.
http://www.mcaws.gov.bc.ca/housing/guide.html

Existing Local Government Powers for Managing Secondary Suites (1996)
A summary of provincial government research and analysis regarding secondary suites.
http://www.mcaws.gov.bc.ca/housing/ss-prog.html

Adaptable and Accessible Housing

Encouraging the development of housing suitable for persons with mobility, strength, or stamina impairments helps ensure housing options for a wider range of people. Adaptable housing has flexible design features that can be adapted to meet the changing needs of any occupant. This can mean adapting to meet the needs of a person with a specific disability, or a person progressing through different stages of life. Adaptable housing is an important way to support independent living by making it possible for people to age in place. Accessible housing has fixed design features and is usually designed for persons with a specific disability, such as those who use wheelchairs. It is usually less costly to incorporate accessible features during the initial construction than it is to add them later.

Guidelines or Requirements

Local governments are working to address issues of adaptability and accessibility in their housing stocks. Several local governments have completed reports identifying the population in their community that may require adaptable or accessible housing. Some local governments have developed strategies to address these needs, and promote these types of housing.

Thirteen local governments have guidelines or requirements relating to accessible housing and another ten are considering them. Some local governments have amended their OCPs to include references to accessible housing, some have formed accessibility committees, and others have used guidelines set out in the BC Building Code. Other local governments indicated that because of smaller populations, less development and private citizens building their own homes, specific accessible housing guidelines or requirements were unnecessary.

Six local governments have, and fifteen are considering, guidelines or requirements relating to adaptable housing. Some local governments have incorporated adaptable housing guidelines for the development of new seniors housing. Other local governments sit on regional committees, and some have adopted voluntary adaptable design guidelines for all new housing, including single detached homes.

Example

The City of North Vancouver adopted the *Adaptable Design Guidelines* in October 1998.

Adaptable Design will create liveable residences for a wider range of persons than current housing design permits. Through consideration of how adaptations could be easily and inexpensively incorporated at a future time, Adaptable Design will allow for changes required by residents with varying or changing needs, thereby supporting independent living.

The three levels of the ***Adaptable Design Guidelines*** are in addition to the Barrier-Free requirements of the current ***BC Building Code***. **Level One** consists of basic design and features, and is required in all multiple unit buildings with common corridors (MUB). **Level Two** and **Level Three** elements provide for a greater range of adaptability, encouraged through a variety of bonuses and other types of incentives.

Comments

Seniors housing units and all assisted living units are accessible for persons in wheelchairs. Also, the entire building has been built under guidelines of a full support care facility for possible future consideration.
Midway

Although council has not formally adopted its own adaptable design guidelines, the development review process integrates adaptable design. For example, the council-appointed Advisory Committee on Disability Issues gave its support to a seniors' congregate housing project after the developer agreed to comply with the City of North Vancouver's Adaptable Design Guidelines for 20 of the 111 units.
West Vancouver

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West Vancouver

Publications

Universal Design Annotated Bibliography
This bibliography was compiled to promote the concept of universal design and to provide information on accessibility.

Universal Design Annotated Bibliography
Compiled to promote the concept of universal design and to provide information on accessibility.
http://www.mcaws.gov.bc.ca/housing/access/bibliography/index.htm

Building Access Handbook
Building Requirements for Persons with Disabilities from B.C. Building Code 1998 including illustrations and commentary.
http://www.mcaws.gov.bc.ca/building/handbook/index.htm

Building Access Check Book
Each section of the checklist has the relevant Article number from the B.C Building Code 1998.
http://www.mcaws.gov.bc.ca/building/checklist.pdf

Housing for Individuals with Special Needs

Many British Columbians with special housing needs require varying degrees of programs and support services to allow them to live independently. Local governments are encouraging the development of housing for individuals with special needs.

Definition of Special Needs

The term "special needs" is used to describe individuals with diverse housing needs. Persons with special housing related needs may include:

- Individuals with mental or physical disabilities
- Individuals with substance misuse issues
- Individuals living with HIV/AIDS
- Individuals with mental illness
- Women and children leaving violent homes or relationships
- Children in care of the state
- Seniors with mobility, strength or stamina impairments
- Individuals who are homeless or at risk of homelessness
- Youth

The term "special needs housing" is broadly defined because a variety of housing types are required to address the needs of these diverse populations. Housing for persons with special needs can take the form of emergency shelter for homeless individuals, transitional housing for women leaving abusive relationships, supportive housing for seniors, group homes for persons with severe mental or physical disabilities, or single room occupancy (SRO) hotel units for low income singles.

Fourteen percent of local governments have developed definitions of special needs housing. There is a wide variety of definitions, reflecting the range in special needs housing and the ability of local governments to adapt definitions to local conditions. Some are very broad, while others relate to specific types of housing such as non-market housing subsidized by senior levels of government.

Comments

An ad hoc committee is working closely with the Health Authority to obtain special needs housing. This community is comprised of many seniors who are fast approaching the age where they will no longer be able to care for themselves or for their detached homes.
Ashcroft

Under Surrey's OCP, special needs housing is defined as housing for people whose needs are not met by the market, such as those with physical and mental disabilities, and people in crisis such as abused women and the homeless.
Surrey

The citywide OCP contains an objective "To encourage the cost-effective provision of housing which either meets or can be readily adapted to meet the needs of people with disabilities."
Coquitlam

Twenty-four percent of local governments have adopted policies to support the development of special needs housing. Similar to definitions for special needs housing, the policies range from broad statements to specific objectives with strategies for achieving those objectives.

Example

New Westminster has the following policies in their housing strategy and OCP:

- **Monitor the size of the population with special needs, keep up to date of innovations in special needs housing units and programs.**
- **Planning regulations and approval processes should be examined for unnecessary impediments to the creation of housing that meets special needs.**
- **The City should be proactive in encouraging the creation of special needs housing by maintaining strong ties with outside agencies interested in adding to the City's special needs housing stock.**

Comments

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- The City should be proactive in encouraging the creation of special needs housing by maintaining strong ties with outside agencies interested in adding to the City's special needs housing stock.

Example

Ucluelet has developed the following strategies for affordable and special needs housing:

- **Offer density bonuses in exchange for the provision of affordable housing units in multiple family and comprehensive developments.**
- **Permit secondary suites in single family dwellings with sufficient off-street parking.**
- **Encourage development of mobile/modular home parks with high quality site design, screening and landscaping.**
- **Investigate alternate housing options, including bare land strata and small lot subdivisions.**
- **Promote rental housing development using comprehensive development zoning to provide incentives.**
- **Use comprehensive development zoning to accommodate special needs housing development, guest house accommodation, and the provision of housing for seasonal workers.**

Publications

Supportive Housing for Seniors: a policy and bylaw guide (1999)
Provides local governments in B.C. with model policies and other tools to encourage development of supportive housing in their communities.
http://www.mcaws.gov.bc.ca/housing/SHSPBG/index.htm

Supportive Housing in Supportive Communities (1999)
Provides a synopsis of comments made during a consultation process, examines key policy issues and outlines an action plan. (Released jointly with the Ministry of Health and Ministry Responsible for Seniors.)
http://www.hlth.gov.bc.ca/cpa/publications/housing.pdf

Printed Materials on Supportive Housing for Seniors (1998)
A compiled list to assist local governments, planners and others interested in developing supportive housing for seniors in British Columbia.
http://www.mcaws.gov.bc.ca/housing/printed.html

Best Practices in Mental Health Reform in British Columbia (2002)
Seven reports titled BC's Mental Health Reform Best Practices were developed and published in February 2002. The reports reflect the efforts of 44 industry representatives who participated in the best practices working groups. Following literature reviews and consultation, they compiled services and strategies that produce positive health outcomes for individuals.
http://www.healthservices.gov.bc.ca/mhd/bpelementsbc.html

PLANNING TO ADDRESS HOMELESSNESS

Homelessness was identified as an issue by 15 local governments and 21 others have identified it as an emerging issue.

Research

Sixteen local governments have conducted research to identify the homeless population within their jurisdictions. Some communities, like New Westminster, regularly review statistics from shelter providers to gain a better understanding of the homeless population. Surrey has formed a relationship with the non-profit society, Surrey Social Futures Society, to provide the report, Surrey Homelessness Needs Assessment.

Local governments have also developed policies and strategies to address homelessness. Ten local governments have policies or strategies, and

Example

Progressive Housing Society of Burnaby received funding through the federal Supporting Communities Partnership Initiative (SCPI) to conduct research into homelessness. This resulted in the publication, "*Organizing to End Homelessness in Burnaby*"

Policies and Strategies

four others are in the process of developing them. Several municipalities, like Kelowna, have very specific policies to make sure developers ensure people displaced by a development are placed in alternate housing. Other communities participate on local and regional committees on homelessness.

Direct local government assistance, in the form of planning or funding for emergency shelters or housing developments targeted to the homeless population, can make the difference between the success and failure of a project. Eleven local governments provide such planning services and funding; two are considering making contributions.

Single Room Occupancy / Accommodation Housing

Single Room Occupancy (SRO) units are a source of long-term housing found in hotels and motels, or in rooming and boarding houses. Often considered affordable housing (despite being far more expensive on a square foot basis than traditional rental accommodation), SRO units provide housing for many individuals who would otherwise be at risk of becoming homeless.

The stock of SRO units is at risk of demolition, conversion and redevelopment in several communities. In response to this loss of stock, and issues of health and safety standards, six municipalities monitor the number of SRO units and two monitor the condition.

The City of Vancouver conducts a biannual survey of the SRO stock in the downtown area where most SROs are located, and covers the number of units, vacancies, rents, etc. The condition of the units is monitored through the City's Standard of Maintenance inspections. SROs are also inspected by the local fire inspector.

Publications

Local Responses to Homelessness (2000)
A comprehensive survey of successful strategies to fight homelessness throughout B.C.
http://www.mcaws.gov.bc.ca/housing/LRHomeless.htm

Homelessness – Causes & Effects (2001)
Describes homelessness in B.C.; reviews the relationship between homelessness and the health, criminal justice and social service systems; examines government policies in Canada; and estimates the cost of homelessness to governments.

- **Volume 1** - The Relationship between Homelessness and the Health, Social Services and Criminal Justice Systems
  http://www.mcaws.gov.bc.ca/housing/homeless/vol1.htm
- **Volume 2** - A Profile, Policy Review and Analysis of Homelessness in British Columbia
  http://www.mcaws.gov.bc.ca/housing/homeless/vol2.htm
- **Volume 3** - The Costs of Homelessness in British Columbia
  http://www.mcaws.gov.bc.ca/housing/homeless/vol3.htm
- **Volume 4** - Background Report - A Profile and Policy Review of Homelessness in the Provinces of Ontario, Quebec and Alberta
  http://www.mcaws.gov.bc.ca/housing/homeless/vol4.htm

Nowhere to Live (1995)
Nowhere To Live profiles the lives of 8 lower income urban singles who live in SRO hotels and other similar accommodation. The report outlines the housing problems faced by this group and provides potential solutions.
http://www.mcaws.gov.bc.ca/housing/NOWHERE/index.htm

FOCUS ON SMALLER COMMUNITIES

In responding to the local government housing survey, smaller communities indicated their housing related issues differ significantly from large urban centres. The main issues identified by local governments in smaller communities were:

- a declining population resulting in a surplus of housing;
- a lack of housing options for seniors that would enable them to age in place;
- a shortage of seasonal employee housing.

Surplus of Housing

A number of smaller communities indicated that planning for affordable housing was not a priority because of an existing housing surplus. Local governments offered the following reasons for the surplus: declining populations, a changing economic environment and aging populations moving into alternative housing.

Comments

> A declining population, low property values and a large rental market suggest affordable housing is not a major issue.
> **Powell River**
>
> With the exception of perhaps a seniors housing complex, there is a surplus of housing in the community.
> **Houston**
>
> We have very little growth and have an excess supply of vacant residential lots. Housing is not a pressing issue, with the exception of seniors and intermediate housing.
> **Sparwood**

Housing for Seniors

Many smaller communities expressed a need for more seniors housing. Local governments indicated a desire to find places for seniors to remain in the community as they age, rather than having to relocate to larger centres. A number of communities have entered into partnerships with Health Authorities or non-profit housing providers to develop seniors housing.

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Comments

The town traded land and developed it as park land in exchange for the development of seniors housing.
Smithers

We are experiencing an aging population and there is a need to accommodate a growing number of seniors who are now choosing or needing to live on the North Island for financial reasons.
Mount Waddington

Seasonal Employee Housing

Many communities in British Columbia depend on tourism as their primary source of revenue and employment. In resort communities such as Invermere, Radium Hot Springs, Whistler, and Tofino, a critical issue is the lack of affordable rental housing for seasonal workers. In agricultural communities, housing for seasonal workers is a priority.

Comments

A variety of initiatives are under consideration; a newly created attainable housing committee with a staff housing sub-committee are currently investigating issues and opportunities. We are also, at an administrative level, initiating work relating to staff housing.
Tofino

We allow seasonal housing for farm workers. The problem is that it is rented year round to non-farm residents who cannot afford much else. The housing is not suited to year round use and we will still end up with a shortage of housing for farm workers.
Kelowna

Right now we have one major industry in the community and they cannot find places to live for their workers. The workers have to live in other areas rather than in the community. This has a big impact on the community.
Lytton

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Lytton

Barriers to Affordable Housing

The survey asked rural and resort communities to identify barriers to affordable housing.

Number of rural or resort communities who identified these barriers to affordable housing.

Limited Economic Return on Rental Housing	54
High Building Costs	49
Limited Economic Options	43
NIMBY	40
Community Service Infrastructure	20
Absence of Focused Community Leadership	15

Other barriers identified included a lack of financial and human resources required to implement housing strategies and use housing related planning tools. Respondents indicated they tend to focus their limited resources on community improvements, particularly infrastructure. There is a perception in smaller communities that planning tools for affordable housing are designed with larger urban centres in mind, and do not fit the conditions in small or rural communities. Respondents indicated they tend to take more conventional approaches to planning for housing.

Resources

A Bibliography on Local Government in British Columbia
This bibliography is intended to bring together works relating to local government in B.C.
http://www.mcaws.gov.bc.ca/lgd/pol_research/BIBLIOGRAPHY/index.htm

Housing needs of Low-Income People Living in Rural Areas (2003) Canada Mortgage and Housing Corporation (CMHC)
http://www.cmhc-schl.gc.ca/publications/en/rh-pr/socio/socio116-e.pdf

Housing Needs of Low-Income People Living in Rural Areas: The Implications for Seniors CMHC
http://www.cmhc-schl.gc.ca/publications/en/rh-pr/socio/socio03-012-e.pdf

Housing Options for Women Living Alone in Rural Areas CMHC
http://www.cmhc-schl.gc.ca/publications/en/rh-pr/socio/socio112-e.pdf

Shared Servicing for Rural Cohousing: A Sustainable Approach to Rural Habitation
http://www.cmhc-schl.gc.ca/en/imquaf/himu/loader.cfm?url=/commonspot/security/getfile.cfm&PageID=45808

Canadian Rural Partnership - Rural Team BC
http://www.rural.gc.ca/team/bc/bchome_e.phtml

Summary

The purpose of this report is to summarize the results of the *Local Government Survey*, discuss areas of interest to local governments, highlight local government initiatives and exchange information. In the summer of 2003, the *Local Government Survey* was sent to the planners or chief administrative officers of 179 local governments. Seventy-three percent responded to the survey.

Some of the key findings from the survey:

- The three major barriers to affordable housing for rural and resort communities are high building costs, limited economic options, and limited economic return on rental housing.
- Key zoning tools for achieving housing affordability are housing above shops, housing on small lots, manufactured homes, secondary suites, and comprehensive development zoning.
- Rental housing is a priority for larger communities and most now have strategies in place. These strategies include review of the rental stock, policies that address the supply or preservation of the rental stock, and standards of maintenance bylaws for rental housing.
- Approximately half of local governments do not allow secondary suites in a primary zone. Where local governments allow secondary suites, the majority are in designated areas only or allowed on a spot zoning basis.
- Many communities have expressed a need for seniors and special needs housing. A significant number of communities indicated they were already putting in place measures to address this need, while others were in earlier stages of the process.

Innovative local government initiatives discussed further in this report:

- The City of Burnaby is working with Simon Fraser University to provide a unique form of condominium as part of the new residential development on Burnaby Mountain. The condominium units use an adaptable design to allow a portion to be rented out to students. This development will help increase the affordability of condominium units while increasing the supply of student housing. The project included a reevaluation of the way Development Cost Charges are applied to secondary suites.
- The Village of Cumberland has worked with the University of British Columbia to develop a proposal for a 125 unit green infrastructure housing development. This development design promotes affordable housing through the use of smaller lot designations and reduced infrastructure requirements.

- The City of Nanaimo is currently considering an amendment to the zoning bylaw to legalize secondary suites. This amendment is intended to add more certainty and equity for tenants and owners.
- The City of Colwood has established guidelines for density bonusing that allow developers to make amenity contributions to a housing reserve fund.
- The District of Central Saanich has developed a publication, *Residential Applications Evaluation Guidelines*. This publication standardizes how decisions are made and improves clarity for the District, the public and the development industry regarding preferred and acceptable development.

The Housing Policy Branch provides a number of resources and publications, which we encourage local governments to access. Our Web site contains links to our most recent publications. The address for this site is **http://www.gov.bc.ca/mcaws/**.

We also encourage local governments to contact us by telephone, e-mail or fax if they would like to access any other publications or have any questions.

Housing Policy Branch
PO Box 9952 Stn Prov Govt
Victoria, BC V8W 9R3
Phone: (250) 387-7088
Fax: (250) 387-5120
e-mail: hsgpolbr@gems1.gov.bc.ca

APPENDIX A - SURVEY METHODS

Background

Similar surveys have been conducted in 1996, 2000 and 2003. The surveys have attempted to assess the extent to which local governments are using the *Local Government Act* to address the need for affordable housing in their communities. These surveys have also asked local governments to identify other tools they are employing to encourage affordable housing. Finally, this recent survey looked at issues specific to different sized communities, and contained an additional section to acknowledge and identify issues relevant to rural and resort communities.

Survey Methods

This survey balanced the need for gathering detailed data on a wide range of topics while trying to ensure answering the survey was not an excessive burden to respondents. The survey was pre-tested by planners from local governments representing diverse communities. Their feedback was subsequently incorporated into the questionnaire. The survey, along with a covering letter explaining the project, was distributed to 179 local governments within the province, including the 27 regional districts.

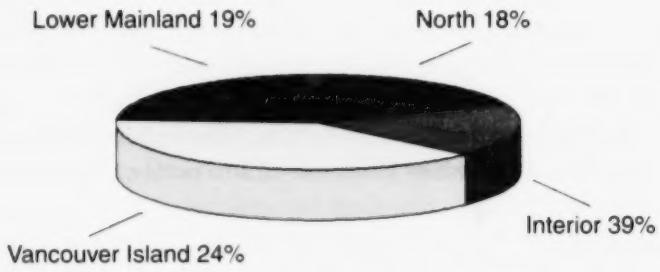
For the first time, the Housing Policy Branch partnered with CivicInfo BC to offer the survey online. Communities were sent an e-mail inviting them to complete the survey on a Web site designed by CivicInfo BC. This was followed up with telephone calls. Respondents were given the option of submitting their survey by mail, e-mail, fax or over the phone.

A total of 131 out of 179 local governments (73%) responded. The analysis of this survey, in the interest of acknowledging different sized communities, used population as a criteria for creating categories instead of the usual classifications of city, district, town or village. Even though regional districts in many cases operate differently from municipalities, their responses were reported together with those of other local governments.

In analyzing the results, thresholds for size of community based on definitions from the Canada Mortgage and Housing Corporation and Statistics Canada were used. We have adopted three size categories based on population: smaller communities (under 10,000), medium communities (10,000-100,000) and larger communities (100,000 and over).

Geographic Location of Respondents

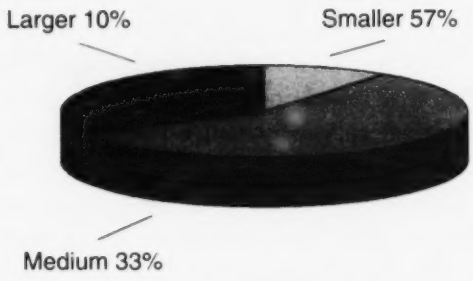
The percentage of responses from different regions of B.C.



Size of Respondent Communities

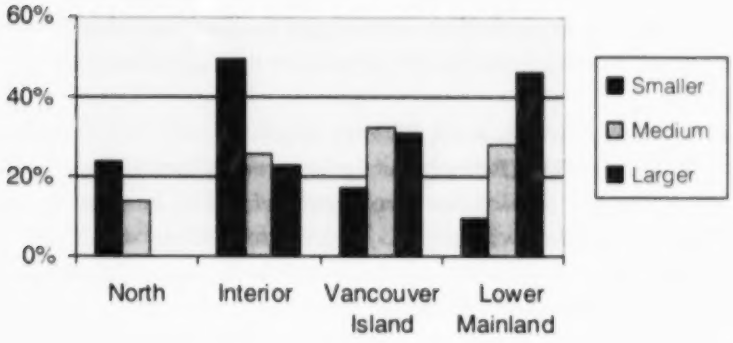
More of the respondents came from smaller rather than larger communities. This is consistent with the fact that there are more small communities in B.C than medium or larger communities.

The percentage of responses by different size of community



Using both the size and geographic location of respondents, it was possible to further consider the types of local governments responding to the survey. Communities in the North are smaller and as a result contributed a relatively large number of responses. This is contrasted with the Lower Mainland where the majority of responses came from larger communities.

Size of community by geographic location



Appendix B - List of Additional Resources

Homelessness

Greater Vancouver Regional District Homelessness Plan
http://www.gvrd.bc.ca/homelessness/homelessnessplan.html

Homelessness – Causes & Effects: (2001)

- **Volume 1 - The Relationship between Homelessness and the Health, Social Services and Criminal Justice Systems**
  http://www.mcaws.gov.bc.ca/housing/homeless/vol1.htm
- **Volume 2 - A Profile, Policy Review and Analysis of Homelessness in British Columbia**
  http://www.mcaws.gov.bc.ca/housing/homeless/vol2.htm
- **Volume 3 - The Costs of Homelessness in British Columbia**
  http://www.mcaws.gov.bc.ca/housing/homeless/vol3.htm
- **Volume 4 - Background Report - A Profile and Policy Review of Homelessness in the Provinces of Ontario, Quebec and Alberta**
  http://www.mcaws.gov.bc.ca/housing/homeless/vol4.htm

Local Responses to Homelessness (2000)
http://www.mcaws.gov.bc.ca/housing/LRHomeless.htm

National Homelessness Initiative
http://www21.hrdc-drhc.gc.ca/

Nowhere to Live (1995)
http://www.mcaws.gov.bc.ca/housing/NOWHERE/index.htm

Raising the Roof
http://www.raisingtheroof.org/

Vancouver 2003 Survey of Low-Income Housing in the Downtown Core
http://www.city.vancouver.bc.ca/commsvcs/housing/pdf/sro2003.pdf

University of British Columbia – The Homelessness Research Virtual Library
http://www.hvl.ihpr.ubc.ca/allcitation.asp

Planning Tools

A Mini-Guide to Monitoring Property Values (2000)
http://www.mcaws.gov.bc.ca/housing/Mini-Guide.pdf

Barriers & Solutions – A Secondary Suites Workshop
Summary of Proceedings – Friday, April 11, 2003, Vancouver, B.C.

Density Bonusing Provisions of the Municipal Act – A guide and Model Bylaw (1997)
http://www.mcaws.gov.bc.ca/housing/BONUSDN/index.htm

Development Cost Charges: Best Practices Guide (2000)
http://www.mcaws.gov.bc.ca/lgd/irpd/growth/PUBLICATIONS/index.htm#development

Development Finance Choices Guide (2000)
http://www.mcaws.gov.bc.ca/lgd/irpd/growth/PUBLICATIONS/choices.pdf

Existing Local Government Powers for Managing Secondary Suites (1996)
http://www.mcaws.gov.bc.ca/housing/ss-prog.html

Impact of Non-Market Housing on Property Values (1999/2000)
http://www.mcaws.gov.bc.ca/housing/00_Jan_PropVal.html

Planning for Housing: An Overview of Municipal Initiatives in British Columbia (2000)
http://www.mcaws.gov.bc.ca/housing/PLANHOUSE/2000_index.htm

Planning for Housing: An Overview of Municipal Initiatives in British Columbia (1997)
http://www.mcaws.gov.bc.ca/housing/PLANHOUSE/index.htm
http://www.mcaws.gov.bc.ca/housing/BONUSDN/index.htm

Rental Housing Planning Guide (2002)
http://www.mcaws.gov.bc.ca/housing/rentguide/index.htm

Standards of Maintenance: A guide and A Model Bylaw (1996)
http://www.mcaws.gov.bc.ca/housing/guide.html

Toward More Inclusive Neighbourhoods (1996)
http://www.mcaws.gov.bc.ca/housing/NEIGHBOUR/index.htm

Small and Rural Communities

A Bibliography on Local Government in British Columbia
http://www.mcaws.gov.bc.ca/lgd/pol_research/BIBLIOGRAPHY/index.htm

Canadian Rural Partnership - Rural Team BC
http://www.rural.gc.ca/team/bc/bchome_e.phtml

Homegrown Solutions
http://www.landcentre.ca/docs/sidney/homegrownmain.html

Housing Assistance Council (HAC) – Washington D.C.
http://www.ruralhome.org/

Housing Needs of Low-Income People Living in Rural Areas - CMHC (2003)
http://www.cmhc-schl.gc.ca/publications/en/rh-pr/socio/socio116-e.pdf

Housing Needs of Low-Income People Living in Rural Areas: The Implications for Seniors – CMHC (2003)
http://www.cmhc-schl.gc.ca/publications/en/rh-pr/socio/socio03-012-e.pdf

Housing Options for Women Living Alone in Rural Areas – CMHC
http://www.cmhc-schl.gc.ca/publications/en/rh-pr/socio/socio112-e.pdf

Shared Servicing for Rural Cohousing: A Sustainable Approach to Rural Habitation - CMHC
http://www.cmhc-schl.gc.ca/en/imquaf/himu/loader.cfm?url=/commonspot/security/getfile.cfm&PageID=45808

Special Needs Housing

BC and Yukon Society of Transition Houses
http://www.bcysth.ca

Best Practices in Mental Health Reform in British Columbia
http://www.healthservices.gov.bc.ca/mhd/bpelementsbc.html

Building Access Handbook
http://www.mcaws.gov.bc.ca/building/handbook/index.htm

Building Access Check Book
http://www.mcaws.gov.bc.ca/building/checklist.pdf

Canadian Association of Retired Persons
http://www.fifty-plus.net/

Printed Materials on Supportive Housing for Seniors (1998)
http://www.mcaws.gov.bc.ca/housing/printed.html

Simon Fraser University – Gerontology Research Centre
http://www.harbour.sfu.ca/gero/

Supportive Housing for Seniors: a Policy and Bylaw Guide (1999)
http://www.mcaws.gov.bc.ca/housing/SHSPBG/index.htm

Supportive Housing in Supportive Communities (1999)
http://www.hlth.gov.bc.ca/cpa/publications/housing.pdf

Universal Design Annotated Bibliography
http://www.mcaws.gov.bc.ca/housing/access/bibliography/index.htm

Government/Agencies/Organizations

British Columbia Construction Association (BCCA)
http://www.bccassn.com/

British Columbia Housing Management Commission (BCHMC)
http://www.bchousing.org/

British Columbia Non-Profit Housing Association
http://www.bcnpha.bc.ca/

British Columbia Real Estate Association (BCREA)
http://www.bcrea.bc.ca/

Canada Mortgage and Housing Corporation (CMHC)
http://www.cmhc-schl.gc.ca

Canadian Home Builders Association – British Columbia (CHBA BC)
http://www.chbabc.org/

CivicInfo BC
www.civicinfo.bc.ca/

Co-operative Housing Federation of BC (CHF BC)
http://www.chf.bc.ca/

Federation of Canadian Municipalities (FCM)
http://www.fcm.ca/

Homeowner Protection Office (HPO)
www.hpo.bc.ca/

Local Government Management Association of British Columbia (LGMABC)
http://www.lgma.ca/

Ministry of Community, Aboriginal and Women's Services (MCAWS) – Housing Policy Branch
http://www.mcaws.gov.bc.ca/housing/housing.htm

Prime Minister's Caucus Task Force on Urban Issues
http://www.liberal.parl.gc.ca/urb/home_e.htm

Real Estate Council of British Columbia
http://www.recbc.ca/

RBC Financial Group
Housing Affordability Index
http://www.rbc.com/economics/market/hi_house.html

Smart Growth BC
http://www.smartgrowth.bc.ca

Statistics Canada
http://www.statcan.ca/

Tenants Rights Action Coalition
http://www.tenants.bc.ca/

Union of British Columbia Municipalities (UBCM)
http://www.civicnet.bc.ca/

UN-Habitat – Centre for Human Settlement
http://www.bestpractices.org/index_current.html

Winter Cities
http://www.wintercities.com/

Institutions

Affordability and Choice Today
http://www.actprogram.com/

Canada West Foundation (CWF)
www.cwf.ca/

Canadian Housing and Renewal Association (CHRA)
http://www.chra-achru.ca/

Canadian Institute of Planners (CIP)
http://www.cip-icu.ca/

Canadian Manufactured Housing Institute (CMHI)
http://www.cmhi.ca/

Canadian Urban Institute
http://www.canurb.com/

Centre for Urban and Community Studies
http://www.urbancentre.utoronto.ca/

Institute for Urban Studies (IUS) – University of Winnipeg
http://io.uwinnipeg.ca/~ius/

Intergovernmental Committee on Urban and Regional Research (ICURR)
http://www.muniscope.ca/

National Housing Institute (NHI) – US
http://www.nhi.org/

Planning Institute of British Columbia (PIBC)
http://www.pibc.bc.ca/

University of British Columbia - Centre for Human Settlement (CHS)
http://www.chs.ubc.ca/

Urban Development Institute (UDI)
http://www.udi.bc.ca/

Appendix C - Contact Information

This appendix offers the name and contact number for local governments that responded to the survey, along with information on planning tools and strategies for affordable housing they use. This section is intended to facilitate local governments sharing information and working collaboratively.

	1998 Building Code Standard for Secondary Suites	Comprehensive Development Zoning	Density Bonusing	Housing Above Shops	Housing Reserve Fund	Inclusionary Zoning	Leasing Land at Below Market Value	Leasing Land at Market Value	Partnerships for Housing Development	By-laws or Policies to Prevent Conversions of Rental Housing	Small Lot Zoning	Strategies for Addressing Homelessness	Strategies for Dealing with Neighbourhood Resistance	Strategies for Increasing Densities in Existing Neighbourhoods	Strategies for Increasing Densities in New Neighbourhoods	Streamlining Development Applications	Zoning for Manufactured Home Parks	Zoning for Secondary Suites
ALBERNI-CLAYOQUOT 250.720.2700 (RD)	•	•	•	•	•	•	•											
ALERT BAY 250.974.5213				•													•	
ANMORE 604.469.9877		•															•	
ARMSTRONG 250.546.3023	•		•								•						•	•
ASHCROFT 250.453.9461																		
BULKLEY-NECHAKO 250.692.3195 (RD)				•			•	•								•	•	•
BURNABY 604.294.7430		•	•	•		•	•	•	•	•	•	•		•				
BURNS LAKE 250.692.7587	•	•	•	•							•			•		•	•	•
CACHE CREEK 250.457.6237				•													•	
CAPITAL 250.360.3156 (RD)		•		•			•	•	•	•		•	•		•			
CARIBOO 250.392.3195 (RD)				•							•						•	•
CASTLEGAR 250.365.7227	•	•									•					•	•	•
CENTRAL COAST 250.799.5291 (RD)																		
CENTRAL KOOTENAY 250.392.3351 (RD)				•													•	
CENTRAL OKANAGAN 250.868.5246 (RD)																		
CENTRAL SAANICH 250.544.4214	•			•		•							•	•		•	•	
CHASE 250.679.3238	•			•							•						•	•
CHETWYND 250.401.4100	•			•							•						•	•
CHILLIWACK 250.793.2966	•	•		•							•		•	•	•	•		•
COLDSTREAM 250.454.5304		•	•											•			•	
COLUMBIA SHUSWAP 250.832.8194 (RD)											•						•	
COLWOOD 250.478.5590	•	•	•	•	•	•					•			•			•	
COMOX-STRATHCONA 250.334.6000 (RD)	•	•		•							•			•	•	•	•	•
COQUITLAM 250.927.3403	•		•	•			•		•	•			•	•	•	•	•	•
COURTENAY 250.334.4441	•	•	•	•							•					•	•	•
COWICHAN VALLEY 250.746.2620 (RD)											•							•

	1998 Building Code Standard for Secondary Suites	Comprehensive Development Zoning	Density Bonusing	Housing Above Shops	Housing Reserve Fund	Inclusionary Zoning	Leasing Land at Below Market Value	Leasing Land at Market Value	Partnerships for Housing Development	By-laws or Policies to Prevent Conversions of Rental Housing	Small Lot Zoning	Strategies for Addressing Homelessness	Strategies for Dealing with Neighbourhood Resistance	Strategies for Increasing Densities in Existing Neighbourhoods	Strategies for Increasing Densities in New Neighbourhoods	Streamlining Development Applications	Zoning for Manufactured Home Parks	Zoning for Secondary Suites
CRANBROOK 250.489.0205				•						•							•	
CUMBERLAND 250.336.2291	•			•							•		•		•		•	•
DAWSON CREEK 250.784.3619				•													•	
DELTA 604.946.3381		•	•	•							•					•		
DUNCAN 250.746.6126				•							•					•		
EAST KOOTENAY 250.489.0312 (RD)	•	•	•	•													•	•
ENDERBY 250.838.7230		•		•		•										•	•	•
FERNIE 250.423.2231		•		•			•											
FORT ST. JAMES 250.996.8233				•													•	
FRASER LAKE 250.699.6257																		
FRUITVALE 250.367.7551																		
GIBSONS 604.886.2274		•		•														•
GOLD RIVER 250.283.2202		•		•													•	
GOLDEN 250.344.2271		•		•							•					•		
GRAND FORKS 250.442.8266																		
GREENWOOD 250.445.6644				•				•										
HARRISON HOT SPRINGS 604.796.2171											•							
HAZELTON 250.842.5991																		
HIGHLANDS 250.474.1773											•							
HOUSTON 250.845.2238																		
HUDSON'S HOPE 250.783.9901																		
ISLANDS TRUST 250.405.5169				•							•					•	•	•
KAMLOOPS 250.828.3553	•		•	•	•	•			•		•	•	•	•	•	•	•	•
KASLO 250.353.2311	•			•				•			•						•	•
KELOWNA 250.862.3339	•	•	•	•	•						•	•	•	•	•	•	•	•
KENT 250.796.2235																		

	1998 Building Code Standard for Secondary Suites	Comprehensive Development Zoning	Density Bonusing	Housing Above Shops	Housing Reserve Fund	Inclusionary Zoning	Leasing Land at Below Market Value	Leasing Land at Market Value	Partnerships for Housing Development	By-laws or Policies to Prevent Conversions of Rental Housing	Small Lot Zoning	Strategies for Addressing Homelessness	Strategies for Dealing with Neighbourhood Resistance	Strategies for Increasing Densities in Existing Neighbourhoods	Strategies for Increasing Densities in New Neighbourhoods	Streamlining Development Applications	Zoning for Manufactured Home Parks	Zoning for Secondary Suites
KITIMAT-STIKINE 250.615.6100 (RD)	•	•	•	•							•			•	•	•		•
KOOTENAY BOUNDARY 250.368.9148 (RD)	•			•											•		•	•
LADYSMITH 250.245.6405	•			•													•	•
LAKE COUNTRY 250.766.5650																		
LANGFORD 250.474.6919		•		•							•						•	
LANGLEY (City) 604.514.2815		•		•						•	•					•		
LANGLEY (Township) 604.533.6042		•	•	•							•							
LILLOOET 250.256.7422	•	•	•	•							•			•	•	•	•	•
LIONS BAY 604.921.9333																		
LOGAN LAKE 250.523.6225		•	•	•						•	•				•	•	•	•
LUMBY 250.547.2171																		
LYTTON 250.455.2355									•		•	•						
MACKENZIE 250.997.3221	•	•		•							•			•	•		•	•
MAPLE RIDGE 604.467.7469																	•	
MASSET 250.626.3995																		
MCBRIDE 250.569.2229	•						•	•									•	
MERRITT 250.378.4224																		
METCHOSIN 250.474.3167				•				•									•	
MIDWAY 250.449.2222																		
MISSION 604.820.3751	•	•	•	•					•	•	•			•	•	•		•
MOUNT WADDINGTON 250.956.3301 (RD)				•										•			•	
NANAIMO (City) 250.755.4451		•		•			•	•	•		•	•	•	•	•	•		
NANAIMO (RD) 250.390.6510				•													•	
NELSON 250.352.8221	•	•		•							•			•			•	•
NEW DENVER 250.358.2316		•		•				•										
NEW WESTMINSTER 604.527.4521	•			•	•		•			•	•	•	•	•	•			•

	1998 Building Code Standard for Secondary Suites	Comprehensive Development Zoning	Density Bonusing	Housing Above Shops	Housing Reserve Fund	Inclusionary Zoning	Leasing Land at Below Market Value	Leasing Land at Market Value	Partnerships for Housing Development	By-laws or Policies to Prevent Conversions of Rental Housing	Small Lot Zoning	Strategies for Addressing Homelessness	Strategies for Dealing with Neighbourhood Resistance	Strategies for Increasing Densities in Existing Neighbourhoods	Strategies for Increasing Densities in New Neighbourhoods	Streamlining Development Applications	Zoning for Manufactured Home Parks	Zoning for Secondary Suites
NORTH COWICHAN 250.746.3120			•															
NORTH VANCOUVER (City) 604.983.7380	•	•	•	•	•		•	•	•	•	•	•		•				
NORTH VANCOUVER (District) 604.992.2378	•	•		•						•	•	•	•	•	•	•	•	•
OAK BAY 250.598.2042	•												•	•	•	•	•	•
OKANAGAN-SIMILKAMEEN 250.490.4101 (RD)																		
OSOYOOS 250.495.6191		•		•			•	•			•			•	•	•	•	
PEACHLAND 250.767.2647	•	•					•	•	•	•		•	•	•				
PENTICTON 250.490.2528				•			•			•			•	•	•	•	•	
PITT MEADOWS 604.465.2432				•														
PORT ALICE 250.284.3391																		
PORT CLEMENTS 250.557.4295		•															•	
PORT COQUITLAM 604.927.5442	•	•	•	•									•	•				•
PORT MOODY 604.469.4545		•	•	•			•		•		•			•	•	•	•	
POWELL RIVER 604.483.3231 (RD)		•	•	•						•	•		•	•	•	•	•	
POWELL RIVER 604.485.6291																		
PRINCE GEORGE 250.561.7614				•					•	•	•	•	•	•	•	•	•	
PRINCE RUPERT 250.627.0963	•	•		•						•	•					•	•	•
PRINCETON 250.295.3135	•	•		•			•			•	•						•	•
QUESNEL 250.992.2111	•	•		•												•	•	•
RADIUM HOT SPRINGS 250.347.6455	•	•		•							•			•	•	•	•	•
REVELSTOKE 250.837.3637	•	•	•	•												•	•	•
RICHMOND 604.276.4139		•		•	•		•	•	•	•	•	•		•	•	•		•
ROSSLAND 250.362.7396		•		•				•	•		•					•		•
SAANICH 250.475.5491		•	•	•							•			•	•	•		
SALMO 250.357.9433	•			•													•	•
SALMON ARM 250.832.6096																		

	1998 Building Code Standard for Secondary Suites	Comprehensive Development Zoning	Density Bonusing	Housing Above Shops	Housing Reserve Fund	Inclusionary Zoning	Leasing Land at Below Market Value	Leasing Land at Market Value	Partnerships for Housing Development	By-laws or Policies to Prevent Conversions of Rental Housing	Small Lot Zoning	Strategies for Addressing Homelessness	Strategies for Dealing with Neighbourhood Resistance	Strategies for Increasing Densities in Existing Neighbourhoods	Strategies for Increasing Densities in New Neighbourhoods	Streamlining Development Applications	Zoning for Manufactured Home Parks	Zoning for Secondary Suites
SAYWARD 250.282.5512				•														
SECHELT 604.885.1986																		
SICAMOUS 250.836.2477	•	•	•	•							•					•	•	•
SIDNEY 250.655.5419				•			•	•			•			•	•	•	•	
SILVERTON 250.358.2472																		
SKEENA-QUEEN CHARLOTTE 250.624.2002 (RD)	•		•	•							•			•	•	•	•	•
SMITHERS 250.847.1600																		
SPARWOOD 250.425.6271		•	•	•							•						•	
SQUAMISH-LILLOOET 604.894.6371 (RD)																		
SUMMERLAND 250.494.1373	•	•	•	•										•	•	•		•
SURREY 604.591.4315	•	•	•		•			•		•	•		•	•	•	•	•	•
TAYLOR 250.789.3392				•			•		•	•			•		•	•	•	
TELKWA 250.846.5212									•							•		
TERRACE 250.615.4028	•		•	•			•			•							•	•
TOFINO 250.725.3229	•	•		•													•	•
TRAIL 250.364.1262		•		•													•	
UCLUELET 250.726.7744											•						•	
VALEMOUNT 250.566.4435				•												•	•	
VANCOUVER 604.873.7207		•	•	•	•	•	•	•	•	•	•	•	•		•	•		•
VANDERHOOF 250.567.4711	•	•		•													•	•
VERNON 250.545.1361	•	•	•	•				•		•	•			•	•	•	•	•
VIEW ROYAL 250.479.6800	•	•		•				•								•	•	•
WARFIELD 250.368.8202																		•
WELLS 250.994.3330	•	•	•	•		•			•		•						•	•
WEST VANCOUVER 604.925.7236							•										•	
WHISTLER 604.905.4688																		
WHITE ROCK 604.541.2142		•	•	•		•					•			•				

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BRITISH COLUMBIA

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